



JOB DESCRIPTION

Title: **RECREATION COORDINATOR**
Department: Parks/Recreation
Class Code: 6870
FLSA Status: Non-Exempt
Effective Date: July 1, 1995 (Rev. 07/03)
Grade Number: 16

GENERAL PURPOSE

Under general supervision from the Recreation Director performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the Murray community. May receive general supervision of the Center Director and perform professional duties in planning, supervising, coordinating, and managing the operations of the Community Recreation Center.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed.)

- *-- Assists Recreation Director in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- *-- Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- *-- Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- *-- Schedule recreation facilities and supervise condition of facilities.
- *-- Coordinates with various community agencies and other City departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs, such as, Youth Government, Community Crime Council, Shadow Day, etc.
- *-- Conduct and attend a variety of training seminars, staff meetings, coaching clinics, and community meetings.
- *-- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.

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- *-- Assist with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- *-- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs.
- *-- Assist with preparing and administering individual program or facility budgets as appropriate; monitor expenditures and payroll in accordance with established procedures.
- *-- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
- May assist Center Director in planning, organizing, developing, and scheduling the Community Recreation Center.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage.
- May coordinate and supervise staff on week nights, weekends, and holidays.
- May open and close the operations of the recreation facility.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers for classes and programs.
- May provide security for the building and grounds. In addition, makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in recreation administration, physical education, social work, psychology or closely related field, and six (6) months experience in public recreation or any equivalent combination of education or experience.

Special Requirements

- Must possess a valid Utah Driver's license; obtain First Aid and CPR Certification within six (6) months of employment.

Necessary Knowledge, Skills and Abilities

- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software.
- Considerable knowledge of developing and administering recreation and youth city government programs; working knowledge of the rules of a variety of sports; ability to run recreation department in director's absence.
- Considerable knowledge of fitness equipment and how it works.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to prepare and administer budget, maintain records and prepare reports.
- Ability to work evenings, night shifts, split shifts, weekends, and some holidays.
- Ability to participate in active sports and recreation activities; ability to organize and direct fitness and/or recreation programs.
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.